



**CITY OF GLENDALE CALIFORNIA
REPORT TO THE CITY COUNCIL**

October 30, 2001

AGENDA ITEM

Report Regarding the City Council's August 14, 2001, Request that Staff Evaluate and Prepare Options and Policies in Response to Recommendations From the Citizens' Memorial Advisory Committee.

Motion:

- 1) That the City Council Provide Direction to Staff Regarding the Citizens' Memorial Advisory Committee's Recommendations.

COUNCIL ACTION

Public Hearing ☐ Ordinance ☐ Consent Calendar ☐ Action Item ☒ Report Only ☐

Approved for October 30, 2001, calendar.

ADMINISTRATIVE ACTION

Signature

Prepared and Submitted

Zizette Ayad, Senior Administrative Analyst.....

Approved

James E. Starbird, City Manager.....

Reviewed

Robert McFall, Assistant City Manager.....

Scott Howard, City Attorney.....

Nello Iacono, Director of Parks, Rec. & Community Services....

Laurel Patric, Director of Libraries.....

RECOMMENDATION

That the City Council review the options developed by staff in regards to the recommendations submitted by the Citizens' Memorial Advisory Committee, and direct staff to further consider and/or implement the desired options.

SUMMARY/BACKGROUND

In an effort to commemorate the Armenian Genocide and "man's inhumanity to man", on June 5, 2001, the City Council appointed a thirty member Citizens' Memorial Advisory Committee to "develop recommendations for commemorating victims of the Armenian Genocide, and man's inhumanity to man." On August 5th, 2001, the Advisory Committee presented to City Council the results of the Committee's work including a number of recommendations. On August 14, 2001, City Council adopted a motion directing staff to evaluate the recommendations and develop options and policies regarding the recommendations submitted by the Citizen's Memorial Advisory Committee and on additional measures as well. Staff was asked to develop options and policies and cost estimates for the following recommendations:

- I. Evaluation of alternatives and fiscal/operational implications of an educational room/section at the Main Library dealing with crimes against humanity.
- II. An annual commemoration program dealing with the Armenian Genocide and other crimes against humanity, co-sponsored by the City, in collaboration with public/private entities, to be held during the week of April 24th.
- III. An annual "Unity Day" type community festival/event.
- IV. A status report on the work of the Glendale Human Relations Coalition and Seeds of Peace Program to implement a "community forum" type program.
- V. Annual recognition of Caesar Chavez Day.
- VI. Continue considering opportunities for a Universal Memorial in conjunction with future park development.
- VII. The City Council accept the gift of a monument to honor the 1.5 million victims of the Armenian Genocide and the memory of Americans whose actions helped save thousands of Armenian men, women, and children from perishing in the genocide between 1915 and 1918.

These recommendations were considered by staff from the Library Division, Parks, Recreation and Community Services Division, and City Manager's Office. Direction from the City Council could include one or more of the options for further consideration and or implementation. The following options and associated costs were subsequently developed:

I. Room Dealing With Crimes Against Humanity in the Main Library

As per City Council's request, the Glendale Public Library staff has prepared the following options for a possible library room or collection dedicated to crimes against humanity. In considering the library room recommendation staff had to first consider the programming options (i.e., what type and scope of activities will take place), and then consider the proper facility necessary for these activities. Therefore, the library room options are presented as two components: programming and location.

A. Programming:

The scope of service should be further defined before the size of the room or collection is determined. With adequate financial resources, the following service options are feasible within the Library system and are presented for consideration on their own or as part of a package of services:

- 1. Current Collection in the Glendale Central Library:** In a review of the Central Library collection, it was found that there are already at least two to three hundred books dealing with the subject of genocide that could serve as the foundation of a unified library collection. The first step is to analyze the Glendale Public Library collection with the thought of centralizing those holdings into one location.
- 2. Scope of Collection Statement:** To ensure a relevant collection that meets the intent of the Citizens' Memorial Advisory Committee's recommendation, a Scope of Collection Statement should be developed. Recognizing the breadth of the subject, multitude of available materials and our limitations in space, the Scope of Collection Statement should be narrowed from "a room dealing with crimes against humanity" to more specific criteria that would include the following:
 - A definition of "crimes against humanity"
 - Identification of specific groups of victims and/or countries in which atrocities occurred
 - Desired size of collection based on size of room or area of library
 - Format of materials (books, periodicals, electronic resources, photographs, web page, etc.)
 - Date range of materials
 - Target age group (children, teen, and/or adult)
 - Availability of resources at other libraries that could be accessed through inter-library loan.

The Library has a Collection Development Policy that would serve as a guide through this process.

3. **Information Unique to Glendale:** Potential projects include the development of a repository for information about Glendale citizens who have faced crimes against humanity or other atrocities. Other possibilities include development of a collection of personal papers, oral histories, photographs, and other documentation reflecting individual experiences. Criteria would need to be developed to determine which groups to include in the program. Information could be available in-house and through the Library's web page. These types of projects would need to be City funded and supported by grant or foundation funding and may require a separate room. A feature of this option is that it is unique to Glendale.
4. **Library Programming:** Develop educational library programming and services that could be tailored to audiences such as students of the Glendale School District and Glendale Community College. Potential library projects include development of bibliographies, library displays and lectures and community forums to promote cultural understanding. Library programming could be a component of a library room or an independent entity. Along with City funding, community partnerships and grant funding could contribute to the success of these types of programs.
5. **A Virtual Library:** Library staff has the expertise to develop a virtual library through a web page that would present a library catalog of the Glendale Public Library collection, refer to other relevant library collections, promote all available resources in the community and/or display information about personal experiences through photographs or other documents. This service could also be a component of a library room or an independent entity and would require City funding for set-up and ongoing costs.

B. Location:

Once the scope of the service is defined, the location and size of the area devoted to the service can be determined. The following options are offered as suggestions:

1. Library Room:

- **Existing Facilities:** The Glendale Library system is comprised of one central library, four branch libraries, an art and music library and the upcoming Pacific Park Branch Library. The current Central Library floor space cannot support a separate room without eliminating other vital services. Most branch libraries are small and at, or beyond their capacities. Chevy Chase Library is an underused facility and is the least problematic as far as space is concerned, but would require elimination of the current collection. Its' remote location and small patronage would be a hindrance to a successful program. Construction is already underway at the Pacific Park Branch and current square footage does not provide for the possibility of another service without a major redesign.

- **An Addition to Central Library:** The construction of an additional room at the Central Library would require extensive engineering studies to determine the feasibility of such a project. While construction of an addition to the Library room would allow for a larger collection and consolidation of resources, it would significantly delay the onset of the service. This option incurs the most significant financial impact and would require significant support from the City.
 - **A Detached Room:** Housing a collection in a detached structure, removed from Central Library, would increase costs, diminish staffing effectiveness, hinder collection security and is not recommended.
2. **Library Collection at Central Library:** An alternative to an enclosed, separate room is the development of a library collection within the Central Library. The collection could begin with the consolidation of two to three hundred volumes in the current collection onto shelving in the southeastern corner of the Library, where the career materials and government documents are now housed. This space would allow for a total of 1,200 volumes. Computer Workstations and bulletin boards dedicated to materials about the subject could be located in the area of the collection. This plan would coincide with a space utilization project that is in process and already includes recommendations to move the international language collection to this area of the Library. Although this is an option that could be realized within the next year, the capacity for materials would be very limited (there could be no growth beyond the 1,200 volumes) and it would require significant downsizing of the government documents collection or other parts of the Library's collection. The fiscal impact of this option would be significantly less than building a room but would still require City funding for set-up and ongoing costs.
 3. **Programming Located at the Central Library Auditorium, Main Reading Room or in Display Cases:** Past Library programs dealing with related issues (Armenia: Portraits of Survival, A Gift of Culture and Celebrating Community) have been very successful. With financial support from the City for staffing and program costs, and the help of volunteers, library programming could provide dynamic outreach and educational opportunities for the community. Programming options include development of an educational web page (a virtual library), continuation of Celebrating Community sponsored by the Glendale Human Relations Coalition, or an oral or photographic history program. Library programming would encourage development of services that are unique to Glendale, would not require a dedicated room, and could be implemented within the next year.
 4. **Other Locations:** Although alternative locations may be explored by future advisory committees and other City staff, the Library recommends that Library collections be managed by the Library Division whose staff can provide the expertise and resources needed to implement the options.

C. Budget Impacts:

The following are budgets estimates offered for the primary recommendation of the Citizen's Memorial Advisory Committee ("a room in a library") and some potential programs. All costs are estimates and would need to be more fully developed once Council gives further direction the scope of the service.

1. Estimate to Relocate and Consolidate Existing Collection:

\$ 4,000	Analyze current collection for potential consolidation (hourly librarian)
\$ 300	Re-catalog materials for collection (based on 300 items)
\$10,000	Move materials and redesign section of library to indicate new service
\$ 14,300	Total Cost

Once scope of collection is determined, an ongoing budget can be developed.

2. Library Room: Design, Construction, and Set-up Costs

Estimates are based on the design and construction of a 1,000 square foot room attached to the Central Library. This estimate does not include inflationary, contingency or project management costs:

\$25,000	Architect's Fees
Unknown	Engineering Fees
\$300,000	Construction Costs (1,000 sf building or addition)
\$ 30,000	Furniture and Equipment
\$ 10,000	Four Computer Workstations/Computer Catalog
\$ 25,000	Collection Development (\$20,000 for 400-500 books, \$5,000 for electronic and periodical resources)
\$ 4,000	Processing books and other materials/supplies
\$ 9,000	Full-time librarian for 2 months; ½ time clerical for 1 month to select, purchase and process books and other materials.

\$403,000	Total Design, Construction, and Set-Up Costs
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3. Maintenance and Operation of a Library Room:

Annual costs are based on basic service including selection and maintenance of materials, public outreach and public desk hours. Two estimates are provided to illustrate the cost of opening a room all hours the library is open (64 hours per week) and partial operation at 30 hours per week.

Option #1: This estimate allows the room to be open 30 hours per week.

\$ 59,000	Librarian (full time)
\$ 12,500	Librarian (10 hours per week)
\$ 18,000	clerical support
\$ 10,000	Books and other materials such as periodicals and electronic resources)
\$ 2,000	Processing books/supplies
\$ 400	Utilities
\$ 2,500	M&O/Office Supplies
\$104,400	Total Ongoing Costs

Option #2: This estimate allows the room to be open for 64 hours per week or all open hours at Central Library.

\$ 59,000	Librarian (full-time)
\$ 42,500	Librarian (34 hours per week)
\$ 18,000	Clerical support
\$ 10,000	Books and other materials such as periodicals and electronic resources
\$ 2,000	Processing books/supplies
\$ 800	Utilities
\$ 2,500	M&O/Office Supplies
\$134,800	Total Ongoing Costs

4. Library Programming:

Library programming offers an alternative to a library room or can be part of the library room service. Estimates of two sample programs are listed as examples:

- **Costs for one library program.** Costs are based on a program similar to "Celebrating Community", coordinated by staff and supported by community volunteers. Estimates for other library programming such as a photographic history collection or an oral history program can be developed at the request of the City Council or a Library Advisory Committee.

\$ 4,000	Staff liaison (160 hours)
\$ 5,000	Hourly staff to assist with all aspects of the event (300 hours)
\$ 15,000	Miscellaneous expenses (display boards, catalog/program production, publicity, etc.)
\$ 24,000	Total Cost for one program

- **Web page development (a virtual library).** Costs are based on library web pages already in existence and may vary depending on the breadth of the web page. If this were the option selected by the Library Advisory Committee, project management costs would need to be included.

\$ 10,000	Web Page Development (one-time cost)
\$ 15,000	Translation of web pages (one-time cost)
\$ 3,000	Web Page Maintenance (annual cost)
\$ 2,000	Web Page Translation Updates (annual cost)
\$ 25,000	One-time Cost
\$ 5,000	Annual Cost

D. Process:

If Council determines to further pursue these options, it is suggested that the City Council appoint a Library Advisory Committee to develop the scope and location of library service related to crimes against humanity and to make further recommendations to Council. The Committee may include members from the following community groups:

- Four (4) members of the Citizens Memorial Advisory Committee.
- Three (3) representatives from libraries dealing with similar issues.
- One (1) Glendale Community College Representative.
- One (1) Glendale Unified School District Representative.
- One (1) member of the Management Services Division.
- Four (4) staff members from the Library Division.
- Other City Division representation as needed.

The Library Organizing Committee may be charged with the following responsibilities:

- Identify service components and determine service plan.
- Determine a statement of scope of the library's collection, including desired size of collection and a definition of "crimes against humanity" that will serve as a selection tool for library staff.
- Determine location of service based on service plan.
- Develop a timeline for initiation of service.
- Develop budgets and identify funding resources to offset costs to City.
- Identify areas for community participation and form sub-committees as needed to implement service plan. Expertise may be needed in fundraising, grant writing, book drives, community volunteers, web site development, etc.

II. Annual Commemoration Program

In addition to the library room considerations, staff was directed to evaluate possible options for Council's consideration, to commemorate the Armenian Genocide and crimes against humanity in an annual event. After reviewing the Advisory Committee's recommendations and the City

Council's deliberations, staff has developed the following policy for an annual commemorative program.

A. Development of an Annual Commemorative Event:

This event should be organized in such a way as to allow for the commemoration of the Armenian Genocide and crimes against humanity . Staff recommends that this program be developed by a community based committee. Some possible program components are:

- An opening session at a venue with a large seating capacity (Civic Auditorium, Glendale Community College Stadium, etc.) featuring a keynote speech on the causes of Genocide and what societies should do to help prevent genocide and other atrocities. This opening session could be televised on GTV6.
- The opening session could also include a multi-media presentation that would be a compilation of various memorials and excerpts from documentaries about genocide and other atrocities from around the world.
- A film series showcasing documentaries of genocide and atrocities throughout history.
- An essay and art exhibit. There could be submittals from professional writers and artists as well as from students in local schools and colleges.
- A relevant live drama.
- A closing multi-faith memorial service at sunset and accompanying candlelight vigil.

B. Budget Impacts:

The cost and staff impact of this program would vary greatly depending on the duration and scope of the program and the level of community involvement. A single evening program at one location with existing audio-visual capabilities could be produced for \$5,000 - \$10,000 in event logistic and program expenses and could be supported by City staff within the limitations of their existing staffing levels, workloads, and budgets. A larger, multi-day event that would depend on City staff for coordination and production support could require one or more additional staff and program expenses that may run as high as \$100,000 for a week long series of programs.

C. Process:

It is suggested that the City Council appoint a Memorial Event Committee comprised of thirteen members. The committee may include members from the following community groups:

- Six (6) members of the Citizen's Memorial Advisory Committee.
- Two (2) members of the Glendale Human Relations Coalition.

- Two (2) members of the Human Relations Committee.
- One (1) staff member from the Management Services Division.
- Two (2) staff members from the Parks, Recreation & Community Services Division.

The Memorial Event Committee may be charged with the following responsibilities:

- Developing the goals and scope of the event, which is to be held the week of April 24 (for 2002, the dates could include any period of time between April 20 and April 28).
- Developing criteria for determining which instances or atrocities would merit inclusion in the annual commemoration.
- Determining the type of event and what program components should be included in the event.
- Establishing a master schedule of events for the annual commemoration.
- Working with various interested groups in the community and include these groups in the planning and implementation of the events.
- Developing a budget for the event, raising funds to offset the costs of the event, and bringing requests for City funding or in-kind support to the City Council.
- Forming subcommittees as necessary to plan and implement the event.

III. Unity Day

Council also requested that staff report on options for developing an annual Unity Day or similar event that would bring the community together to celebrate the diverse cultural heritages represented by the residents of Glendale. Staff recommends that the Unity Day/Cultural Heritage Festival be scheduled so as not to coincide with an identified ethnic observance.

Staff researched a variety of similar celebrations held by many other communities and examined events currently coordinated by the City of Glendale. There was a tremendous range in the size, scope, and cost of the various events. Typical program components include: Parades, performing arts pageants (including music, drama, etc.,) art or cultural memorabilia displays, ethnic food, and recreational activities.

Two possible options are outlined below for Council discussion and consideration.

A. One Day Festival:

- Locations: Public park or community facility. A closed street could also be considered, but would significantly increase costs.
- Possible Event Components: one or two stages with various performing arts programs, ethnic food booths, ethnic craft booths for display, demonstration or sale, activities for children and families, cultural interpretive displays.
- Program Participants: City of Glendale, community non-profit and cultural organizations, possible paid professional performers.

- Event Costs: \$35,000 - \$60,000 which includes contract production coordination and support services.
- Staff Impact: Five-hundred to six hundred staff hours of interdepartmental committee planning time.

B. Two Day Festival:

- Locations: multiple sites, public parks, community facility or street closure.
- Possible Event Components: one or two stages with concerts and various performing arts programs, "Taste of..." event, ethnic food booths, ethnic craft booths for display, demonstration or sale, activities for children and families, cultural interpretive displays, speaker or educational program, parade of cultures or unity walk.
- Program Participants: City of Glendale, community non-profit and cultural organizations, paid professional performers.
- Event Costs: \$100,000 - \$150,000
- Staff Impact and Additional Expense: Producing and coordinating an event of this magnitude will require additional staff resources in the Parks, Recreation and Community Services Division. Other divisions would be impacted by an estimated six-hundred to one-thousand staff hours of interdepartmental committee planning time.

C. Budget Impact

The cost for one to two-day events could range from \$35,000 to \$150,000.

Additional City staff from other departments will provide support as appropriate. It should be noted that the impact on other departments might be significant enough to require the appropriation of additional funding to allow other departments to support this event without adversely affecting their existing workloads.

D. Process

If the above mentioned options are considered, the City Council may want to appoint a Unity Day/Cultural Heritage Advisory Committee to advise staff and Council on the development of the overall program. A suggested composition for the committee is noted below:

- Four (4) members of the Citizen's Memorial Advisory Committee.
- Two (2) members of the Glendale Arts & Culture Commission.
- Depending on the scope of the event, additional representatives may be added.

The following is a possible list of additional representatives:

- City of Glendale, Glendale Unified School District, Glendale Community College District, Glendale Chamber of Commerce, Community Service and

Civic Clubs, High School Clubs, Schools and College Visual and Performing Arts Ensembles and Classes, Homeowners Coordinating Council and local Homeowners Groups, Glendale Merchants Association, places of worship.

The Unity Day Advisory Committee would have the following responsibilities:

- Providing advice on the organization of the event and which program components should be included in the event.
- Help develop a master schedule of events.
- Solicit various interested groups in the community to participate in the planning and implementation of the event.
- Assist in finding sponsors or otherwise raising funds to offset the costs of the event.

IV. Community Forums

The City Council directed staff to bring back an updated report on the work of the Glendale Human Relations Coalition and Seeds of Peace relative to community forums. The following is a summary of progress made to reinstate the Community Forums Program.

Beginning in 1989 and continuing for several years, the City of Glendale conducted a Community Forums Program under the supervision of the City Manager's Office staff. Four groups of approximately twelve to fifteen community members of different ages, religions, ethnicities and backgrounds, were appointed to a forum which met in living rooms to discuss issues facing the community. Each group had a facilitator and different topics were discussed on each of four evenings. Although the Community Forums program was deemed a success, the challenges of finding quality facilitators and a wide diversity of people to participate lead ultimately to it's suspension.

To date, the Community Forums Committee, which is made up of members appointed from the Glendale Human Relations Coalition (GHRC), Seeds of Peace, the Human Relations Committee (HRC), the Glendale Unified School District, a representative from Congressman Adam Schiff's Office, and Management Services staff have met to discuss re-establishing the Community Forum Program. Thus far, the Committee has focused on evaluating the various structural components of the program and developing a goal statement.

Prior to these initial meetings staff compiled data from the past program and prepared background briefings for the Committee. The Committee was then able to determine what aspects of the previous Community Forums Program were successful and which aspects needed further evaluation. This done, the Committee concluded that well-defined goals and a realistic scope are essential for success. A "Goal Statement" was created by the Committee, closely resembling the goal statement of the previous Glendale program, and geared at "bringing people of different backgrounds together to discuss issues facing the Glendale community, and creating the opportunity for developing new relationships and a better understanding of one another."

Using examples from former Glendale programs and material from Circle Study, a foundation dedicated to advancing deliberative democracy and improving the quality of public life in the United States, the Committee has developed a recommended list of topics for discussion. These are:

- Diversity
- Who are we? The many faces of Glendale.
- Bonds and Boundaries: Looking at Our Communities.
- Visions of Glendale: What ties us together.
- Making a difference: What can we do to build a stronger community in an age of adversity?

The Committee will continue to meet to finalize and ensure the success of the program. The Committee anticipates the start of the program by late fall or early winter. More details regarding specifics will follow.

Budget Impact

The estimated budget for the Community Forum Program will range from \$5,000 to \$10,000. This estimate is based on three hundred staff hours, promotion, and supply costs.

V. Caesar Chavez Day

In order to recognize Caesar Chavez day in the month of March, the City Council agreed to issue a proclamation recognizing his successful leadership of the first farm worker's union in U.S. history. Council encourages members of the Hispanic Community to participate in the annual event program to highlight his work in battling racial and economic discrimination against Chicano residents and to organize new Community Service Organization (CSO) chapters across California and Arizona.

Budget Impact

There is no cost associated with the proclamation to report at this time.

VI. Universal Memorial Opportunities in Conjunction with Future Park Development

City staff is continuing to evaluate and study opportunities for a universal memorial to be incorporated in future park development.

VII. Acceptance of a Monument

The City Council has expressed its' willingness to accept a memorial gift and will consider such a gift if and when one is presented. There is no specific follow-up on this matter at this time.

FISCAL IMPACT

Please see departmental reports above.

EXHIBITS

None

MOTION

Moved by Council Member _____, seconded
by Council Member _____, that staff is
directed to begin implementing the following options in accord with
the Citizens' Memorial Advisory Committee recommendations:

(1) Relocate and consolidate existing library collection of
material on genocide.

(2) establish a citizens "Memorial Event Committee" to develop and
implement an annual commemorative event to commemorate the Armenian
Genocide and crimes against humanity.

(3) support a Unity Day and establish a committee to advise staff
and the Council on the development of the program.

(4) re-establish the Community Forum program.

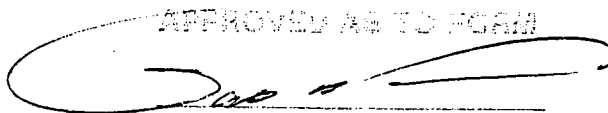
Vote as follows:

Ayes:

Noes:

Absent:

Abstain:

APPROVED AS TO FORM

CITY ATTORNEY
DATE 10-23-01

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